

18 March 1982
OEXA: 82-0736

MEMORANDUM FOR: Executive Director
Deputy Director for Operations
Deputy Director for Intelligence
Deputy Director for Administration
Deputy Director for Science and Technology
Director, Intelligence Community Staff
Chairman, National Intelligence Council
Comptroller
General Counsel
Inspector General

FROM: Director, Office of External Affairs

SUBJECT: DCI Report on Agency Contacts with the Hill

1. The DCI has asked the Director of External Affairs to report to him biweekly on all Agency contacts with Members of Congress and their staffs. The Director would like the report to include the person making the contact, the person contacted, the date of the contact, and the subject matter discussed.

2. External Affairs will submit the first report to the Director on Tuesday, 30 March and will submit one thereafter every other Tuesday.

3. I would appreciate your notifying my office of any such contacts that have not been funneled through the Office of External Affairs by COB Friday, 26 March, covering the current two-week period, and a follow-up report every other Friday thereafter. Please report the contacts to [redacted] my staff [redacted] who will prepare the reports. I would appreciate your designating a point of contact in your office, as appropriate.

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4. Please call me or my Deputy, [redacted] if you have questions.

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5. I appreciate your cooperation.

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cc: DCI
DDCI
SA/DCI/IA

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